

REQUEST FOR PERSONNEL ACTION

1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
						Mo	Da	Yr	None-0 5 Pt-1 10 Pt-2	Code			Mo	Da	Yr
7. SCD			8. CSC Retmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Mil. Serv. Credit, LCP	
Mo	Da	Yr	Yes - 1 No - 2	Code				Mo	Da	Yr	Yes-1 No -2	Code	Mo	Da	Yr

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
16. Dept.- Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Code											
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
		\$				Mo	Da	Yr	Mo	Da	Yr

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data		
				Mo	Da	Yr						

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
33. Dept.- Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Code											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo	Da	Yr	Mo	Da	Yr

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
B. For Additional Information Call (Name & Telephone Ext.)			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks

RESIGNATION

I Resign For The Following Reason:

My Last Working Day Will Be

This Date (Date Of Signature)

Signature

Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):